Raw Data Upload to AQS
Standard Operating Procedure

1. Open up internet explorer and navigate to EPA AQS website at https://www.epa.gov/aqs
2. Launch AQS and login using user name and password.
3. Select radial button for **Screening Group Access** and select **your Tribe**.
4. Go to **Batch** on top menu and select **Go to ENSC** and login into ENSC (Exchange Network Services Center) using your user name and password (this is different from AQS user name and password).
5. Select **My Services** if you already loaded data to AQS, if not select the **Exchange Network Service** tab, then search for AQS. You should now see My Services Center tab. Click on the My Services Center tab.
6. In the **My Services Center** tab, click on service name (e.g. NGNProd2.0/AQS/AQS Submit).
7. In the AQS Submit dialog box, click on **Choose File** and browse to the pipe-delimited air quality data file that you previously created and formatted for AQS upload.

8. Enter your **email address** and **AQS User ID** in the appropriate boxes.
9. Enter our **Screening Group Name**, by selecting your **Tribe** from the drop down list and under **File Type** select **Flat**.
10. Under **Final Processing Step[1]** select **Post** from the drop down list and under **Stop on Error**, select **No**. This allows all data rows to load and those that cannot load will give an error message.
11. Navigate to the green **Send Data** button on the lower left hand side of the screen and click on it to begin processing your data.
12. A request received window should now open up. Select **View the Status of this request in My Activity**. A new panel should open up to notify you that the request is processing in which you can now click **Refresh Activity** to provide an update under **Transaction Status**. Once the process is complete a COMPLETED notification should be seen under Transaction Status indicating the number of data rows successfully staged and number of rows that failed to state.
13. Now navigate back to AQS and in the **Batch** window, click refresh. Under Process Status you should now see POST-COMPLETED.

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[1] Final Processing Step, drop down list select **Stage** instead of Post when loading QA data into AQS. Then in AQS Batch window select **Load File**.

14. Verify your data went into AQS by selecting **Retrieval** from the main menu and selecting **Standard Report Selection**. Click on the radial button for **Run Online** and under the **Report Code** drop down list, select **AMP350 Raw Data Report**.
15. Navigate to the **Data Selection** tab near the top of the screen. Input tribal code, parameter code, and start and end date of your recent data upload.
16. Lastly click on **Generate Report** and your raw data report from your recent upload should now show up as a pdf file.
17. Alternatively you can also verify to see if your data went into AQS by selecting **Maintenance** from the main menu and select **Sample Values** and **Raw Data**. Then query on the tribal code, site ID, and begin and end date (yyyymmdd). Select execute query on the top tool bar to complete query. You should now see your data in AQS.